GTD® Mastering Workflow comes to Edinburgh in November

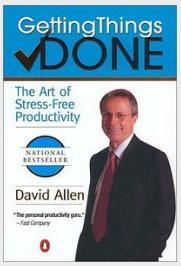
A tactically oriented, hands-on seminar on how to get your GTD® system up and running. You will learn the fundamental GTD thinking process and start to build a trusted workflow system. No matter where you are in your GTD® journey, you will find tremendous benefit from this dynamic one-day seminar. You will learn to:

- Manage your workflow seamlessly with less stress
- Set up a system so that none of your "to-dos" fall through the cracks
- Get your email inbox to zero
- Organize and make clear decisions about your projects and next actions
- Overcome procrastination

Seminar Includes:

- Comprehensive workbook with rich examples demonstrating the GTD approach
- Jumpstart; a starter guide to tracking your projects and actions
- GTD System Guides depicting GTD models covered in the course
- Getting Things Done book
- 30 days of unlimited access to GTD Connect, our online learning center

What is GTD®



GTD is the shorthand brand for "Getting Things Done®, the ground-breaking work-life management system by David Allen that provides concrete solutions for transforming overwhelm and uncertainty into an integrated system of stress-free productivity.

GTD is a powerful method to manage commitments, information and communication. It is the result of thirty years of consulting services, private coaching, training and organisational programmes with millions of people internationally. It has earned a reputation as the gold standard in personal and organisational productivity.

Reserve your seat in the seminar now.
Standard rate: £450 + VAT
https://www.next-action.eu/edinburgh/

Date: 22nd November 2012
Time: Registration & continental breakfast from 8:15am. Seminar begins at 9am and finishes at 5pm. Lunch will be served from 12:30-1:30pm.
Venue: The Balmoral Hotel, 1 Princes Street, Edinburgh EH2 2EQ

*Discounts for early registration. Group rates available for two or more. Special rates for charities, students, GTD alumni and Government employees.

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